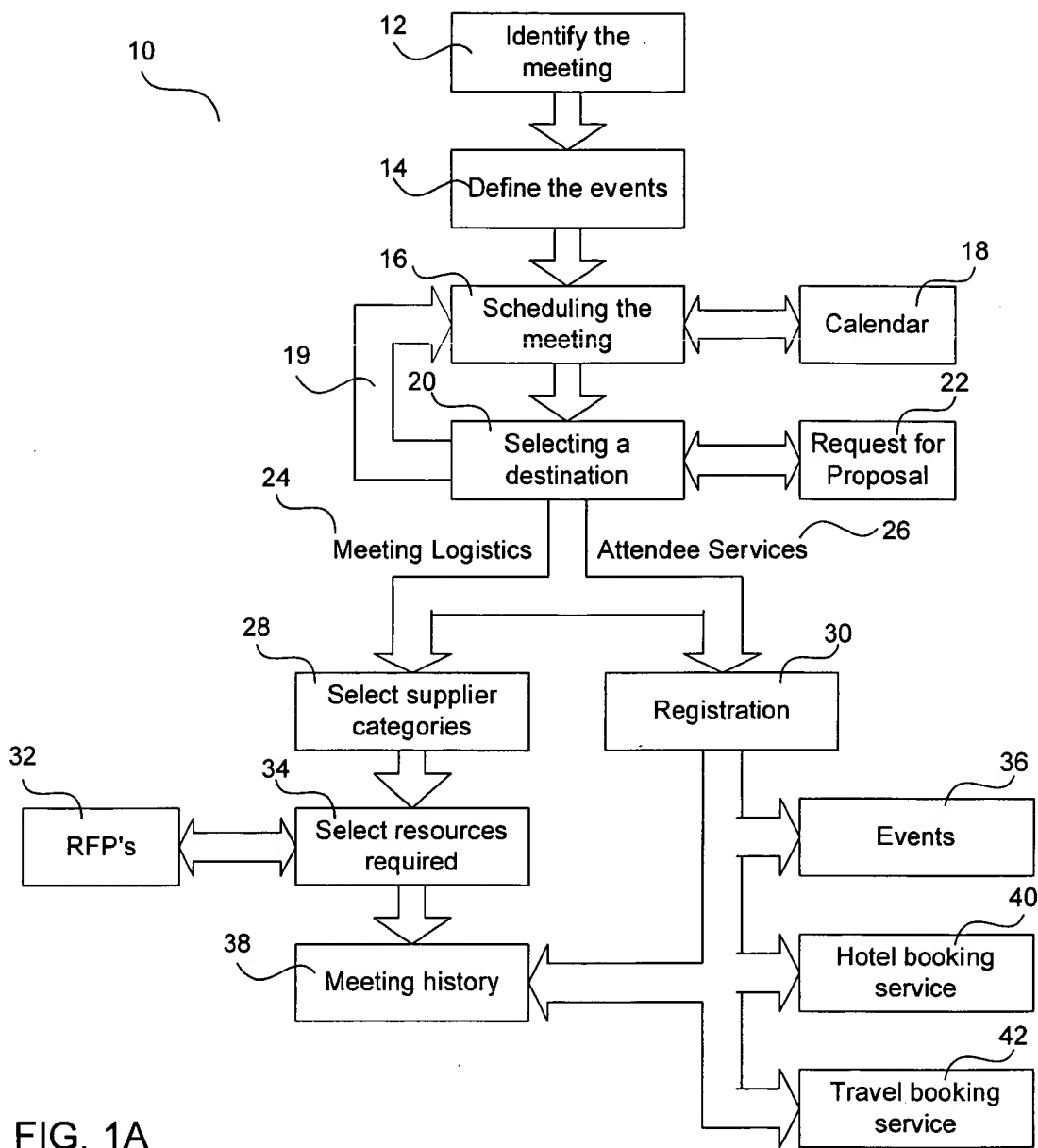


TELEPHONE 0330



meeting management / my meetings / overview

[help](#)
[no budget](#)
[events](#)

196

save this meeting
delete this meeting

meeting status

RFP:

Create

Budget:

Draft

Event Manager:

Draft

Meeting:

Pending

Contracted
☒

meeting info

198

Meeting Name \*
National Sales Meeting
200

Start Date \*
07/20/2001
End Date \*
07/25/2001
202

Attendees \*
200
Estimated Room Nights \*
5
Estimated Peak Night
210

Meeting Type
Audience
Destination

Facility
Four Points Hotel Buffalo Airport
206

Planner Name
Chris Smith
Planner Group

Meeting Description \*
This meeting is a gathering of our Sales force from across the globe.
210

208

212

214

company data

216

Meeting Requestor \*
Chris Smith
Sponsor Organization
sponsor org

Division
Sales
Accounting Code

Department
International Sales
Region
Select a Region

City
State

Country
Global Region

218

mms defined fields

1.Meeting Approval Code

2.Facility Contracted Date

3.Meeting ID#

save this meeting
delete this meeting

\* Denotes Required Field

FIG. 1B

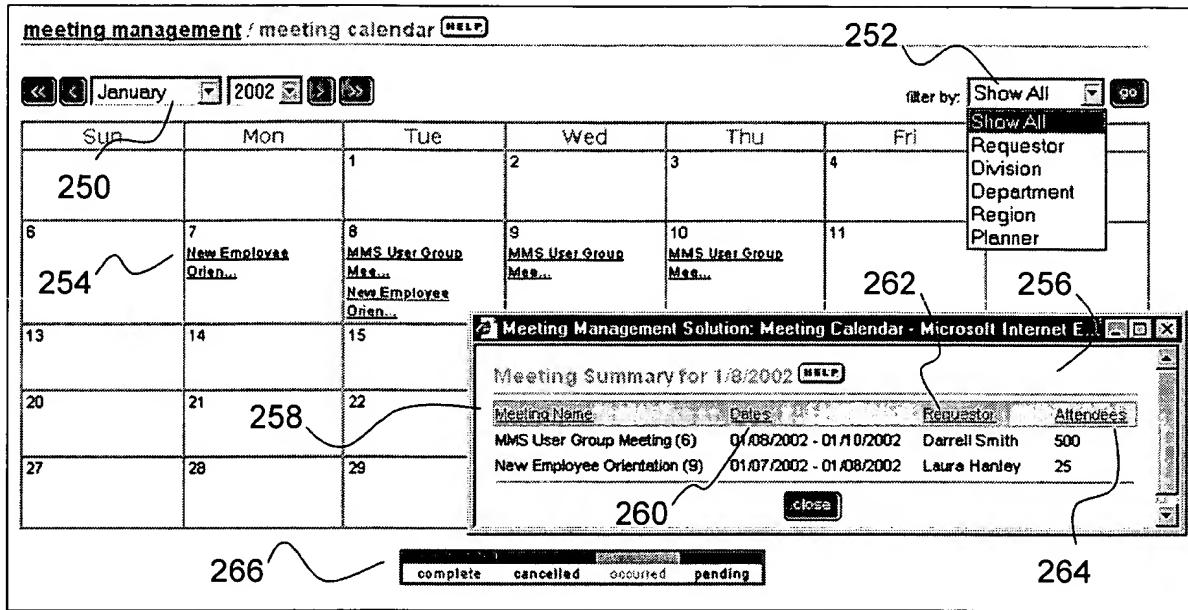


FIG. 1C

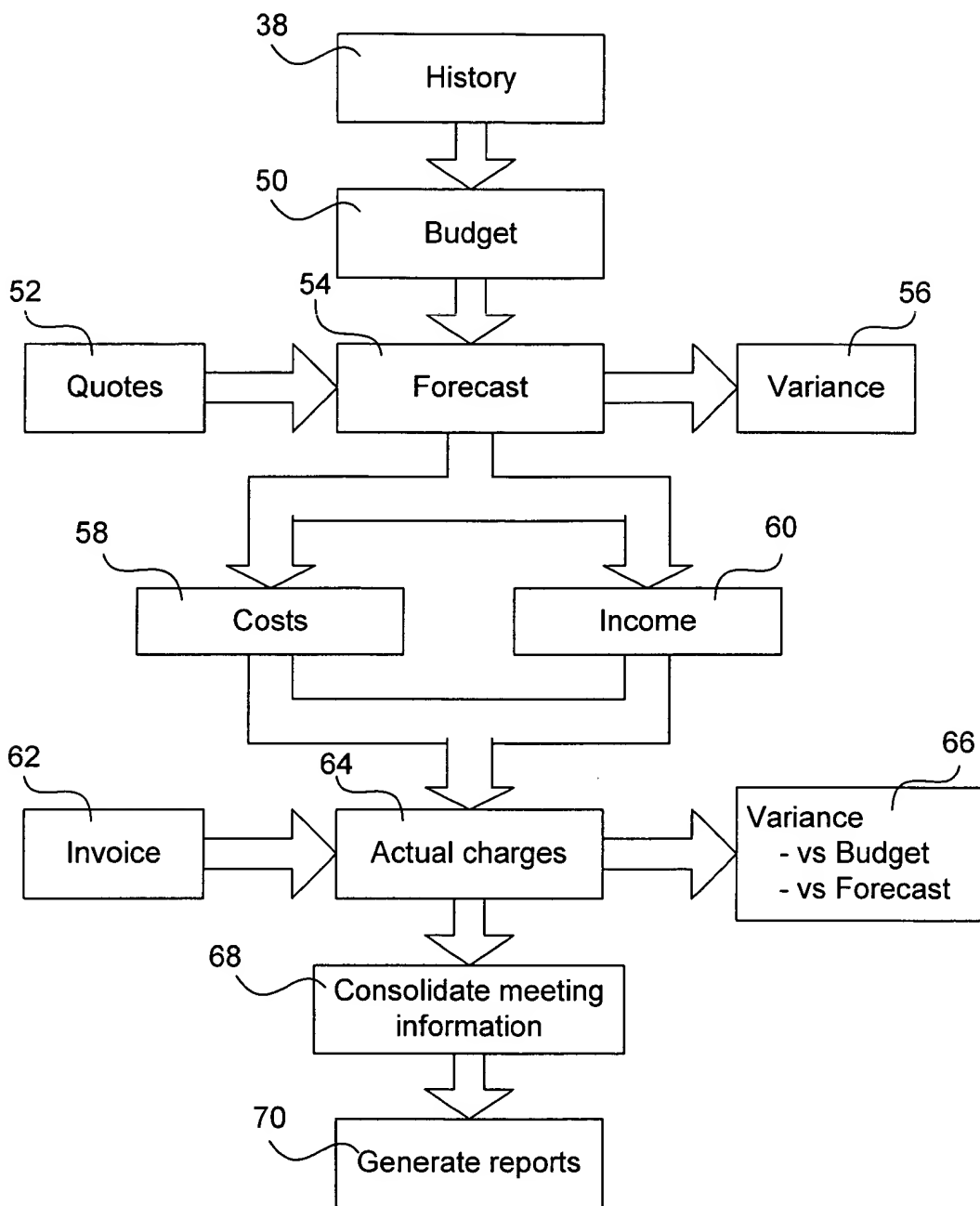


FIG. 2A

230 234 232 236 238 240 242 244 248

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Meeting Name: Employee Orientation - Eas... Dates: 07/19/2001 - 07/25/2001 Property: Latham Hotel

sort by [default](#) budget details: 1 to 8 of 8 pages: 1

[new expense](#) [add](#)

category	supplier	forecasted	actual	notes	reconciled
Food & Beverage	Latham Hotel <a href="#">select</a>	\$ 0.00	\$ 0.00	<a href="#">notes</a>	<input type="checkbox"/> <a href="#">view items</a>
Room Rental	Latham Hotel <a href="#">select</a>	\$ 0.00	\$ 0.00	<a href="#">notes</a>	<input type="checkbox"/> <a href="#">view items</a>
AV Equipment	KVL Audio Visual - DC - Regional Office	\$ 450.00	\$ 0.00	<a href="#">notes</a>	<input type="checkbox"/> <a href="#">view items</a>
AV Equipment	Latham Hotel	\$ 300.00	\$ 0.00	<a href="#">notes</a>	<input type="checkbox"/> <a href="#">view items</a>
Amenities & Entertainment	Latham Hotel <a href="#">select</a>	\$ 0.00	\$ 0.00	<a href="#">notes</a>	<input type="checkbox"/> <a href="#">view items</a>
Room Setup	Latham Hotel <a href="#">select</a>	\$ 0.00	\$ 0.00	<a href="#">notes</a>	<input type="checkbox"/> <a href="#">view items</a>
Misc1	Latham Hotel <a href="#">select</a>	\$ 0.00	\$ 0.00	<a href="#">notes</a>	<input type="checkbox"/> <a href="#">view items</a>
Misc2	Latham Hotel <a href="#">select</a>	\$ 0.00	\$ 0.00	<a href="#">notes</a>	<input type="checkbox"/> <a href="#">view items</a>

246

FIG. 2B

FIG. 2B

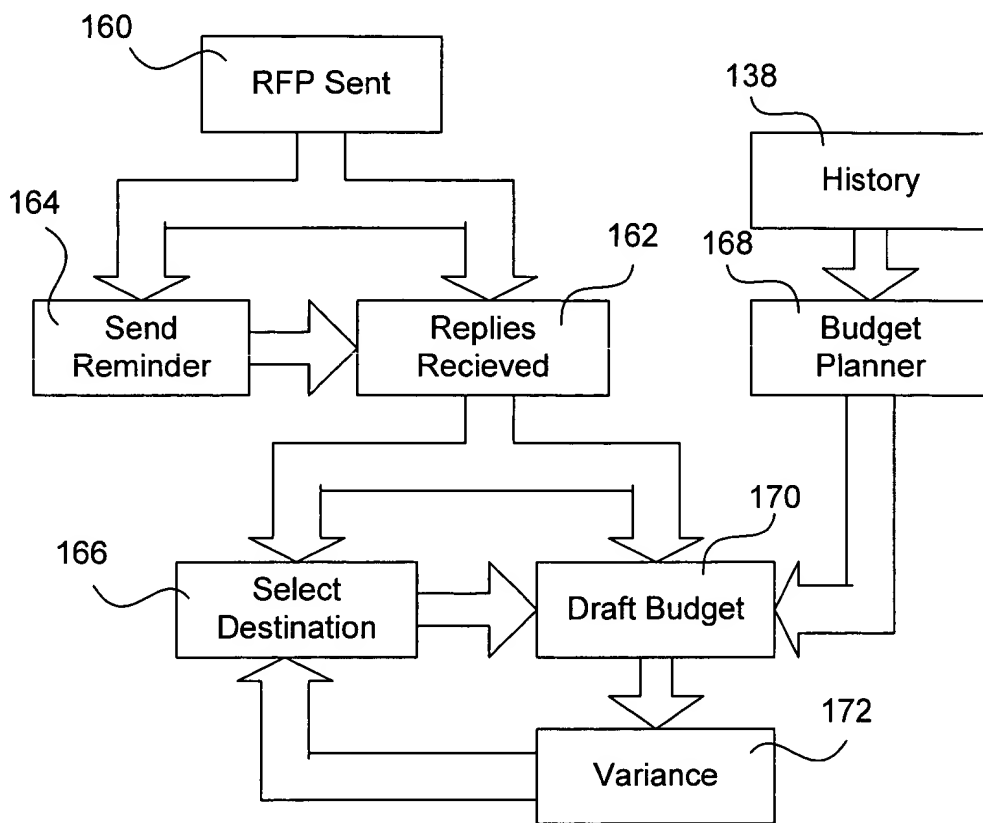


FIG. 3

Report	Source of information	Used by
Meeting History	<ul style="list-style-type: none"> <li>Actual charges</li> <li>Income</li> <li>Attendance</li> </ul>	<ul style="list-style-type: none"> <li>Meeting planner</li> <li>Manager</li> </ul>
Meeting costs by supplier	Actual charges	<ul style="list-style-type: none"> <li>Manager</li> <li>Meeting planner</li> </ul>
Meeting costs by cost category	Actual charges	Manager
Income by income category	Income	Manager
Meeting comparison	<ul style="list-style-type: none"> <li>Actual charges</li> <li>Income</li> <li>Attendance</li> </ul>	Manager
Destination cost	Actual charges	Manager
Destination income	Income	Manager
Destination attendance	Attendance	Manager
Planner performance	<ul style="list-style-type: none"> <li>Attendance</li> <li>Income</li> <li>Actual Charges</li> <li>Budget</li> </ul>	Manager
<ul style="list-style-type: none"> <li>Schedule of Events</li> <li>Resume</li> </ul>	<ul style="list-style-type: none"> <li>Events</li> <li>Resources required</li> </ul>	Meeting planner

FIG. 3